

Events Transition Support Payment (ETSP) | Eligibility Form

The Events Transition Support Payment (ETSP) scheme has been established to provide confidence to event organisers to continue planning events over the summer period.

Note: By completing this eligibility form, you are not confirmed as a recipient of ETSP. The eligibility of an event will be confirmed through the issuance of an eligibility certificate.

Please complete this eligibility form and email to: nz.schemes@aon.com.

Note: Character limits are set for most fields

1. EVENT DETAILS

A	Event name		
B	Brief description of the event		
C	Event type <i>select one option</i>	SPORT <input type="radio"/>	ARTS <input type="radio"/>
		CULTURAL <input type="radio"/>	COMMUNITY <input type="radio"/>
			BUSINESS <input type="radio"/>
D	Event Start date		
E	Event End date (if different from above)		
F	Event location		
	Event address	Street	Town
		Region	Postcode
G	Has the event been held before?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes , what date(s) was the event held?	Event start date	Event end date
H	Total estimate of unrecoverable costs		\$
	Note: the ETSP provides coverage for 90% of eligible verified costs.		
I	Have you applied to the ETSP scheme for another event that you deliver?		YES <input type="checkbox"/> NO <input type="checkbox"/>
J	If yes , please note the event name, date, and location.		
		Event name	
		Event date	
		Event location	
K	Do you hold any insurance for this event?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes , please specify insurance policies in place.		
	If no , would you like an Aon representative to contact you?		YES <input type="checkbox"/> NO <input type="checkbox"/>
L	Do you have any cover in place for infectious or communicable diseases?		YES <input type="checkbox"/> NO <input type="checkbox"/>

2. EVENT ORGANISATION DETAILS

A	Registered Organisation Name		
B	Registered Address of Organisation	Street	Town
		Region	Postcode
C	Entity Type		
D	Contact name		
E	Contact phone number		
F	Contact email address		
G	Bank account number and details		
	<i>Please attach third party verification such as a bank statement, bank deposit slip, or screenshot of your internet banking when you submit this eligibility form. Screenshots must include bank logo and bank account name and number.</i>		
H	GST Number		
I	NZBN Number		
J	IRD Number		

3. ELIGIBILITY

A	Has the event sold tickets or paid registrations to over 5,000 in-person attendees to date? If NO , has the event had an average of over 5,000 paid ticketed or paid registered in-person attendees over the last three iterations of the event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Event has been publicly announced or actively in the market (e.g., where tickets or registrations have been advertised).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Is the event open to the public? Private functions are excluded.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Event is organised by a New Zealand registered organisation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	Is the event solely delivered by local government and other public authorities? (Event can be partly funded by those authorities, although any costs incurred by local government are not eligible for recovery).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F	Is the event currently receiving funding through the Major Events Fund or receiving Arts and Culture Event Support Scheme funding from the Ministry for Culture and Heritage for the same period, or do you have an agreement in place with underwriting of eighty percent or more of unrecoverable costs from local government or another Insurer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G	Event requires the use of COVID-19 vaccination certificates.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
H	Event organisers are aware they may only apply once for either cancellation, or one postponement per event.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

4. DECLARATIONS

The applicant is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices. By completing the details below, the applicant makes the following declaration about its application for Events Transition Support Payment scheme for the event (“application”):

	The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made; It is understood that if the event is confirmed as eligible for ETSP scheme, the information provided in this document and the support material provided as part of this application will be used to assess any payment made;
	I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
	The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the event. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the MBIE by emailing eventsupport@mbie.govt.nz ;
	I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any payment awarded as a result of this application process;
	I understand that this eligibility form is subject to the Official Information Act 1982 (the OIA). The OIA enables MBIE to withhold information under certain conditions. Where possible, MBIE will consult with the Applicant should an OIA request be received;
	The intended recipients of all information are Aon and MBIE. The applicant authorises the disclosure of personal information held by any party pertaining to this application and enables Aon and MBIE to collect this information to evaluate the eligibility of the Applicant. The Applicant has rights of access to, and correction of, this information, where it is personal information as defined in the Privacy Act 2020.

Signature	Date
Full name	Position held

Events Transition Support Payment (ETSP) Scheme Criteria

The **following criteria apply** to ensure the payment is targeted at events that are regionally significant and is distributed in an equitable way:

- 1.1 Events with in-person paid ticketed or paid registered attendees of over 5,000 in-person attendees.
- 1.2 Event date must be scheduled to begin between 17 December 2021 and 3 April 2022.
- 1.3 Prior to the announcement of this scheme, an event must have been publicly announced or have been actively in the market (e.g., where tickets or registrations have been advertised).
- 1.4 Event must be public facing (i.e. open to the public and in New Zealand).
- 1.5 Event must be organised by a New Zealand registered organisation (e.g. an entity registered with the Companies Office or a charitable organisation).
- 1.6 Event must not be solely delivered by local government and other public authorities (but can be partly funded by those authorities, although any costs incurred by local government would not be eligible for recovery).
- 1.7 Event must not be currently receiving funding through the Major Events Fund or receive similar funding for future event resilience from the Ministry for Culture and Heritage for the same period, nor have an agreement in place with underwriting of eighty percent or more of unrecoverable costs from local government or another insurer.
- 1.8 Event must require the use of COVID-19 vaccination certificates.
- 1.9 Event organisers can only apply once for cancellation and once for postponement per event.

Other information on eligibility

- The number of confirmed or expected in person attendees (tickets sold or average attendance over the past three iterations of the event) must reach at least the minimum threshold of over 5,000 and events must be held at a single location to be eligible.
- Multi-day events, or events with multiple performances, taking place at a single location would be eligible where the cumulative number of attendees meets the minimum threshold across the whole of the event (assuming the event has no more than two rest days per seven days). An event cannot be spread across multiple weekends.